



SECURITY ASSESSMENT APPLICATION

Owner, Authorized Individual, Designated Official, Officer, Director, Employee

Warning: Any false statement, misrepresentation, or concealment of any material fact on this application or any document presented in support of this application may lead to denial, suspension, or revocation of your application and be grounds for criminal prosecution under subsection 45(2) of the *Defence Production Act*.

In any instance where this form does not allow sufficient space for a complete answer, attach a separate page as required. Incomplete or illegible applications will not be processed and will be returned to the applicant. If a section does not apply, indicate 'N/A' (not applicable). For a list of supporting documentation that must accompany each Security Assessment Application, please refer to the security assessment checklists on our website. The Controlled Goods Program has a service standard of 32 business days to process complete applications.

Privacy notice

The information requested is collected by the Controlled Goods Program to determine the current and ongoing entitlement of your company to register with the Controlled Goods Program. The information is collected under the authority of the *Defence Production Act* and the *Controlled Goods Regulations*.

Refusal to provide personal information or the provision of incorrect information will result in your being prohibited from examining, possessing, or transferring items identified in the Controlled Goods List contained in the Schedule to the *Defence Production Act*.

Your personal information is used, protected, or disclosed in accordance with the [Privacy Act](#) and is described in the Personal Information Bank, Controlled Goods Program, [PWGSC PPU 045](#). Under the Act, individuals have a right to access and correct their personal information when incomplete or containing errors.

If you have concerns or believe to have grounds to file a complaint in regards to the handling of your personal information, you may contact the Public Services and Procurement Canada's Access to Information and Privacy Directorate by email at tps qc.vieprivee-privacy.pwgsc@tps qc-pwgsc.gc.ca. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the [Office of the Privacy Commissioner of Canada](#).

A – Preferred language of correspondence

English	French
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B – Type of application

1 -	New	Re-assessment
2. Security assessment for (check all that apply)	Designated Official	Owner
	Officer	Director
		Authorized individual
		Employee

C – Business information

3 - Legal name	4 - Business name (if different than legal name)
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5 - Civic address (complete address of your work location)

6 - Mailing address (if different from civic address)



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Controlled goods information

7 - Refer to the [Guide to the Schedule to the Defence Production Act](#) to populate the first two columns of the table below.

Refer to [the United States Munitions List \(USML\)—part 121 of the United States International Traffic in Arms Regulations \(ITAR\)](#) for U.S. ITAR defence articles that are manufactured in the U.S. or manufactured from technical data (technology) that is currently controlled under the USML to populate the last two columns of the table below. Please list the category number to its greatest extent.

Use "N/A" if not applicable, as scenarios vary. **Do not leave any table cells blank.**

Schedule / Export Control List (ECL) number	Description of controlled goods	Controlled by the USML – part 121 of the United States ITAR?	USML category number
THE FOLLOWING ARE EXAMPLES ONLY:			
2-6.a.	Military tank	Yes No	VII a.1.
N/A	Ground vehicle suspension for military vehicle	Yes No	VII g.10
2-7.b.2.b.	2-chlorovinylchloroarsine (CAS 541-25-3);	Yes No	N/A

BEGIN BELOW:

Yes No
Yes No
Yes No
Yes No
Yes No

For Business Use Only

Personal information under the control of the business (for optional use by the designated official)



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D – Consent

I, the undersigned, have read the privacy notice above and consent to the collection, use, or disclosure of my personal information in this application for its subsequent verification, inquiry, assessment, and/or use in an investigation to determine the risk posed for the unauthorized transfer of items identified in the Controlled Goods List contained in the Schedule to the *Defence Production Act*.

My consent will remain valid until I no longer have the requirement to examine, possess, or transfer items identified in the Controlled Goods List contained in the Schedule to the *Defence Production Act*, until I am no longer associated with the business listed in the initial application, or until I send written notice to the Controlled Goods Program to revoke my consent.

I understand that if I refuse to provide consent I will be prohibited from submitting this application and from examining, possessing, or transferring items identified in the Controlled Goods List contained in the Schedule to the *Defence Production Act*.

Law enforcement record check

I understand/am aware that my personal information (including fingerprints when applicable) may be disclosed to Canadian government entities and credit reporting agencies which conduct verifications and/or investigations, and that the personal information along with any other information about me or my associations contained in any accessible records and databases under their control, may be verified against references to enable an assessment of my trustworthiness and reliability for the purpose of security assessment and released to any institution of the Government of Canada, including the Royal Canadian Mounted Police (RCMP). This information may include my

- criminal history
- convictions
- charges
- dismissals and
- court orders

I give the Royal Canadian Mounted Police (RCMP) permission to release to any institution of the Government of Canada, in whole or in part, the information it has collected about me in relation to this security assessment, and understand it may be released to the Designated Official of the registered person in relation to this security assessment.

Signature of applicant	Date (year-month-day)
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E – Biographical information

8 - Surname	9 – Given name(s) (add parentheses around the usual name used)
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10 – Surname at birth	11 - Other names used (nicknames, aliases)
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12 - Gender Male Female Another gender	13 - Date of birth (year-month-day)
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14 - Indicate any change of name (include former names and maiden name)

From: Surname, Given name	To: Surname, Given name	Date of change (year-month-day)
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15 - Marital information

Married	Common-law partnership	Separated
Widowed	Divorced	Single



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16 - Current spouse / common-law partner		
17 - Surname	18 - Given name(s)	19 - Date of birth (year-month-day)
20 - Citizenship(s)		21 - Telephone (during business hours)
F - Personal contact information		
22 - Business telephone (include extension)	23 - Home telephone	24 - Mobile telephone
25 - Business e-mail		26 - Personal e-mail

G - Citizenship and country of origin	
Attach a copy of government-issued identification as proof of citizenship (for example, birth certificate, passport, permanent resident card).	
27 - List all citizenships held	
a	
b	
c	
28 - If you hold permanent resident status in any country, list the country:	
If born in Canada, identify the following:	
29 - City of birth	30 - Province / Territory of birth
If born outside of Canada, identify the following:	
31 - City of birth	32 - Country of birth
33 - Date of entry into Canada, if applicable (year-month-day)	34 - Country from which you emigrated to Canada, if applicable

H - Residential history				
35 - List all places of residence during the last five (5) years beginning with your current address (a copy of government-issued identification of your current address is required). Do not leave any gaps in dates.				
Full address (apartment number; street number and name; city; province/territory; country and postal code)	From		To	
	year	month	year	month
a				Present
b				
c				
d				
e				



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I – Employment and educational history						
36 - List all employment and/or educational activities during the last five (5) years beginning with the most recent. Include all employment (full-time/part-time/self-employment), education and any periods of unemployment or any other long-term leave from employment. Do not leave any gaps in dates.						
Employer / Academic Institution	Title / Field of Study	Full Address	From		To	
			year	month	year	month
a					Present	
b						
c						
d						
e						
f						

J – Criminal history				
Individuals who currently reside in or have resided in a country other than Canada for a period greater than six consecutive months, or in the United States of America for a period greater than one year within the past 5 years, must obtain a Police Certificate from that country covering that period of time.				
<i>As per subsection 15(5) of the Controlled Goods Regulations an individual who is or has been the subject of a security assessment shall advise the Minister or the designated official, as the case may be, of any change concerning their criminal history within five business days after the day on which the change occurs.</i>				
37 - In the past five (5) years, have you been convicted of a criminal offence, in any country, for which you have not been granted a pardon / record suspension?				
Yes	No			
38 - If you answered yes, provide the details below				
Charges	Police service/agency	City, province/territory, country	Date (year-month)	Sentence



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39 - If in the past five (5) years you have been detained, arrested or the subject of a criminal action in any country including Canada, specify the occurrence, provide details of the detention or arrest and reason for criminal action, city, province or state and country, date and occurrence status.

Occurrence	Details/reasons	City, province/territory, country	Date (year-month)	Status
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K - Travel history

40 - If, during the last five (5) years, you have travelled outside of your country, provide the following information. Canadian citizens and permanent residents of Canada do not need to include travel to the United States of America. If you are a very frequent traveller, you may group together your visits to a country on a separate page attached to your form.

Country	Date		Weeks spent	Purpose	
	From (year-month)	To (year-month)		Business	Pleasure
a					
b					
c					
d					
e					
f					
g					
h					



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L – Personal references				
41 - Provide the following information for three (3) people who have known you personally for at least five (5) years and who can confirm the information on this application. Family members and co-habitants cannot be used as personal references. Family members include: spouse or common-law partner; father (including step); mother (including step); parents-in-law (including step and common-law); children (including step and adopted and children of common-law partner); and siblings (including step and adopted). Ensure a minimum of one personal and one professional reference.				
a	Surname	Given name	Relationship	Known you since (year)
	Telephone (business hours)		Full residential address	
	E-mail			
b	Surname	Given name	Relationship	Known you since (year)
	Telephone (business hours)		Full residential address	
	E-mail			
c	Surname	Given name	Relationship	Known you since (year)
	Telephone (business hours)		Full residential address	
	E-mail			

M – Security clearance		
42 - If you possess a valid security clearance, indicate the level, the country of issuance, the issuing government department and the expiry date (select all that apply).		
Confidential	Secret	Top Secret
NATO Secret	Cosmic Top Secret	Other (specify)
43 - Issuing country	44 - Issuing government department	45 - Expiry date (year-month-day)



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N – Security assessment statements			
46 - Canadian citizens and permanent residents of Canada need to respond to all of the following statements.			
Foreign owners and foreign authorized individuals who are not Canadian citizens or permanent residents of Canada, need only respond to security assessment statements 12, 13 and 18 to 23.			
	The information requested is in respect of the five (5) years immediately preceding the date of this Security Assessment Application.	Yes	No
1	I hold a valid passport of a country other than Canada. <i>If yes, specify which country or countries:</i>		
2	I have travelled outside of Canada for pleasure more than 10 times in the last five years (excluding the United States).		
3	I have travelled outside of Canada for business (excluding the United States).		
4	I have resided outside of Canada (excluding the United States). <i>If yes, provide details (city/town of residence, country and dates):</i>		
5	I have immediate family members (spouse or common-law partner; father (including step); mother (including step); parents-in-law (including step and common-law); children (including step and adopted and children of common-law partner); and siblings (including step and adopted)) that reside in a country outside of Canada (excluding the United States). <i>If yes, list the country and relationship:</i>		
6	I have received financial support from an organization or government agency outside of Canada for my education (excluding the United States). <i>If yes, provide name of organization and/or government and country:</i>		
7	I own or have partial ownership (20% or more voting shares) in a business or company outside of Canada (excluding the United States). <i>If yes, provide details:</i>		
8	I have had contact (meetings, business or social activities) with officials of a foreign government (excluding the United States). <i>If yes, provide details:</i>		
9	I have sponsored a foreign individual for entry into Canada. <i>If yes, provide relationship to individual, date and country of origin:</i>		
10	I have travelled outside of Canada for a period greater than 90 consecutive days (excluding the United States). <i>If yes, provide details, country, dates, etc.:</i>		
11	I received my education outside of Canada. <i>If yes, provide details on program of study, country and dates, etc.:</i>		



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12	I have been denied entry into a country. <i>If yes, provide reason, country, dates, etc.:</i>		
13	I have previously been ordered to surrender my passport to a government official (example: customs, police, passport agency, immigration official, etc.) <i>If yes, provide date, location, to whom the passport was surrendered, reasons and outcome:</i>		
14	I have worked for a company located in a foreign country (excluding the United States). <i>If yes, provide company name, country and dates of employment:</i>		
15	I consider myself to have allegiance to a country other than Canada or the United States. <i>If yes, provide name of country:</i>		
16	I have worked for a foreign government, including military service (excluding the United States). <i>If yes, provide dates, nationality of government, government department and position(s) held:</i>		
17	I have served in a security / intelligence organization in a country other than Canada (excluding the United States). <i>If yes, list organization and country:</i>		
18	I have previously had a security clearance denied, suspended or revoked. <i>If yes, provide details:</i>		
19	I have a meaningful association with an individual who has a criminal record, is a member of, or a supporter of, a group involved in espionage, terrorism, organized crime, proliferation of controlled goods, subversive or militant activities. <i>If yes, provide details:</i>		
20	I have been terminated or asked to resign from a position due to a theft or fraud related incident(s). <i>If yes, provide details:</i>		
21	I have filed for bankruptcy. <i>If yes, provide details:</i>		
22	I currently have a financial judgement against me (this includes a fine or restitution regardless of whether or not you are in arrears; or any other type of financial judgement for example: child support; taxes in which you are in arrears more than three months). <i>If yes, provide details:</i>		
23	I have previously been denied credit and/or had my credit card revoked. <i>If yes, provide details:</i>		